

## 2026 Cookie Program Girl Scouts of Montana and Wyoming

Service Unit Name and #: \_\_\_\_\_ Troop #: \_\_\_\_\_

Service Unit Product Manager (SUPM): \_\_\_\_\_ Troop Leader: \_\_\_\_\_

\_\_\_\_\_ Phone & Email: \_\_\_\_\_

Email: \_\_\_\_\_ Login: \_\_\_\_\_

Phone: \_\_\_\_\_ Password: \_\_\_\_\_

*Contact your Service Unit Product Manager or local Member Experience Manager (MEM) for support.  
More Info? Visit our site at [www.gsmw.org/cookieresources](http://www.gsmw.org/cookieresources) or Smart Cookies at [abcsmartcookies.com](http://abcsmartcookies.com)*

### Why the Cookie Program?

The Cookie Program is an important part of a Girl Scout's journey toward leadership development. Girls will experience goal setting, decision making, money management, people skills, and business ethics—all while having fun, earning rewards, and increasing their troop's money for activities. Don't miss out on all of the fun!

### Girl Program Rewards—New This Year

Girls who sell 75+ boxes earn their 2027 Girl Scout Membership. Girls selling less than 74 boxes will earn a rewards card for their troop at the troop proceed level. Check out the Rewards Card to see all the other fun rewards girls can earn!

### Patches

- ▶ **2026 Cookie Share Patch:** Sell 25+ donated packages
- ▶ **2026 Cookie Techie Patch:** Sell 25+ Direct Ship cookies online
- ▶ **2026 Booth Sales Patch\*:** Participate in one cookie booth

*\*Booth cookies must be entered with Smart Booth Divider to count for patch.*

### Troop Proceeds

PGA	\$ Per Package (With Rewards)	\$ Per Package (Opted-Out)**
76-374	\$0.60	\$0.70
375+	\$0.65	\$0.75

*Proceeds are automatically calculated in Smart Cookies.*

*\*\*Cadette, Senior, and Ambassador (CSA) Troops may opt-out of rewards.*

### 2026 Cookie Program Timeline

January 8	New Troop Cookie Training at 7:30 PM
Jan 13 - 17	Cookie Kickoff Webinars
Jan - Feb	Service Unit Cookie Rally
January 20	Volunteer Access to Smart Cookies and Digital Cookie - Check Girl Info in Smart Cookies
January 27	Caregiver/Girl Access to Digital Cookie Cookie Technology Webinar at 7 PM
January 28	Caregiver Cookie Training at 6:30 PM
January 29	Smart Cookies Roster Review
January 30	Distribute Cookie Materials Pre-Order Taking Begins
February 4	Council Booth Previews in Smart Cookies
February 6	Fall Program Early Booth Signups
February 9	Council Booth Sign-ups Begin at 5 PM
February 15	Pre-Orders End
February 17	Troop Initial Order Due in Smart Cookies by 11:59 PM
March 5	New Troops: Open Bank Accounts ACH Authorization Form Due
March 10 - 18	Troop Cookie Pickups from Service Unit
March 19	Cookie Cupboards Open
March 20	Cookie Booths Begin
April 12	Cookie Program Ends
April 13	Camp Credit Earner Emails Sent
April 15	Camp Credit Earner Registration Opens Troop Final Reward Selections Due by 11:59 PM
April 16	ACH Confirmation Email Sent to Troops
April 17	Deposit Money into Troop Bank Account
April 21	ACH Sweep—70% of Amount Due
May 4	Outstanding Balance Forms & Receipts Due
May 7	ACH Confirmation Email Sent to Troops
May 12	Final ACH Sweep—Remaining Balance Due
May 18	Camp Credit Earners Pay in Full Deadline

### Get Ready to be Brave. Fierce. Fun!

1. Add email@email.girlscouts.org to your approved senders so you do not miss the Digital Cookie Registration Email.
2. Check Smart Cookies for accuracy of your information and make sure all of your girls are listed correctly by January 29th.
3. Help girls set goals and make a plan to use troop proceeds.
4. Attend the Service Unit Cookie Rally.
5. Host a troop cookie meeting with caregivers and Girl Scouts to explain, train, get assistance, and distribute materials.
6. Remember, *all girls must be registered Girl Scouts.*
7. All money collected should be deposited in the troop bank account.
8. Check out the 2026 Troop Guide for more information about Smart Cookies!

## Ways to Participate in the Cookie Program

1. Pre-order cookies through paper orders (Jan. 30th - Feb. 15th)
2. Digital Cookie online orders (Jan. 30th - Apr. 12th)
3. Continue Paper Order Cards (Feb. 16th - Apr. 12th)
4. Booth and in-hand cookie sales (Mar. 20th - Apr. 12th)

## Entering your Troop Order in Smart Cookies

- ▶ Enter troop orders before 11:59 PM on Tuesday, February 17th.
- ▶ Enter orders for each girl by clicking on the “Orders” tab, then “Troop Initial Order” on the dropdown. You can order additional cookies for your troop booths, girl delivery, or direct sale orders.
- ▶ Caregivers turn in Paper Order Card totals to the troop by February 15th for entry in Smart Cookies. Approved Digital Cookie Girl Delivery Orders placed prior to Feb 12th will auto-feed to Smart Cookies.
- ▶ Troop leaders must run the Girl Cookie Order Details report for girl delivery orders placed Feb 12th - Feb 17th and enter additional cookies on the Girl Scout Initial Order, if extras were not ordered by the girl and are needed from the troop.  
**Do not enter any online orders or donation only Girl Delivery orders as they are already accounted for.**
- ▶ The system will automatically calculate rewards, but you will need to create your reward orders and select items/sizes when needed. All troops, including opt-out troops, must complete this step. If you have any difficulties, please contact your Service Unit Product Manager or Member Experience Manager for assistance.
- ▶ Plan carefully: once cookies are ordered and received, they **cannot** be returned. Caramel Chocolate Chip Cookies (gluten/allergen free variety) were pre-ordered and will be received with the Initial Order. We will NOT have extras available in the Cookie Cupboards, but you can coordinate with other troops to get additional specialty cookies.
- ▶ Log in to Smart Cookies to confirm and submit rewards by April 15th before 11:59 PM.
- ▶ Caramel Chocolate Chip will not show available for you to enter. Council will be entering your pre-ordered amount after you completed you entries.

## Online Cookie Purchases

Girl Scouts can have customers support them and their troop by purchasing cookies online.

- ▶ Customers can use the girl's Digital Cookie link to place an order and can choose from 3 ordering options: Girl Delivered, Direct Ship, or Donate. Caregivers must approve Girl Delivery orders within 5 days. Unapproved orders will be cancelled or donated depending on customer choice at the time of the order.
- ▶ Girls who sold on Digital Cookie previously will have access to their past customer email addresses!

**Posting individual Girl Scout links on classified sites, marketplace, community sites, etc. is NOT allowed.**

### PRODUCT = MONEY

Anytime product or money is exchanged, you must also exchange a signed receipt!



## ACH and Banking Information

Council uses an Automated Clearing House (ACH) electronic payment method to handle troop payments to council for their cookie balance due.

### Authorization Form Submission

Troops must submit the ACH Authorization Form found online, unless there is already one on file and there have not been any bank account changes. Submit the ACH Authorization Form online no later than March 5th.

### Email Notifications

GSMW will send out an email prior to each ACH sweep. The email will indicate the amount to be swept from the troop account. It is important that the Troop Leader/Product Manager verify that sufficient funds are available.

After viewing the notification email, Troops should visit [www.gsmw.org/cookieresources](http://www.gsmw.org/cookieresources) and complete the Cookie ACH Adjustment Request Form if they need to modify the amount to be swept from their troop account. The ACH Schedule is as follows:

**Email: Thurs, April 16, 2026**

**Sweep: Tues, April 21, 2026**

**Email: Thurs, May 7, 2026**

**Sweep: Tues, May 12, 2026**

### ACH Sweeps: Insufficient Funds

Troops will be required to have all money in their account prior to the ACH Sweep. In the event of insufficient funds during ACH sweeps, troops may be charged a service fee by our bank and the troop's bank. Troops will be responsible for any such bank fees resulting from an insufficient ACH funds transaction.

Council will not reimburse NSF checks in excess of \$200 or that are deposited 30+ days from the check date. It is recommended that caregivers and troops collect cash or card payments for larger purchases and deposit money often.

### Outstanding Balance Forms

Outstanding Balance Forms should be submitted online prior to the troop paying for their cookie balance in full or no later than May 4th. Outstanding Balance Forms will only be accepted if accompanied by signed receipts.

## Important Tasks

- New Troops: Bank accounts must be established and ACH Authorization Form submitted to Council by March 5th.
- Make collecting money easier: Give caregivers the troop bank account number and request they deposit cash and checks directly. Just have them text you a copy of the deposit slip with the Girl Scout's name written on it! DEPOSIT OFTEN!
- Verify that contact information is current in Smart Cookies.
- Confirm all order information is correct in Smart Cookies.
- Collect and deposit all money into the troop bank account.
- If your email address changes, notify Council by emailing [customercare@gsmw.org](mailto:customercare@gsmw.org) to ensure you receive communications.